How do I add the telework Reason Code to my timecard?

1. Add a row by clicking the “Add a Row” button
2. The Pay Code “Hours Worked” appears on the new row; delete hours from old row
3. Enter the amount of Hours to designate as Telework for the day
4. Under the Transfer column, click the down arrow and select Search
5. Close the “Too Many entries in this level, please refine the search.” message box
6. Select the bubble in front of the Reason Code field & again close message box
7. Enter the word: telework* (The asterisk is required to search)
8. Click Search
9. Highlight the words “TELEWORK, TELEWORK PROGRAM”
10. Click OK
11. After the initial search, the Reason Code will be remembered in your last five Transfers

![TIMECARD]

12. The timecard will look like this:

![MCtime]

**Note** -
- Do NOT type in the word.
- Do NOT “cut and paste.”
- Enter Reason Code by “Search and Select” or select from history.

The Edge Browser is the recommended browser to access MCtime. Due to periodic software updates on computers, technical issues sometimes occur where selection may not be selectable within MCtime. If you are unable to access the TELEWORK Reason Code, you may need updates to your computer. Contact the IT help desk for technical assistance (240-777-2828). Contact Finance MCtime for timekeeping assistance at MCtime@montgomerycountymd.gov.

Questions related to the Telework Program should be directed to the OHR’s County Telework Manager at telework@montgomerycountymd.gov.